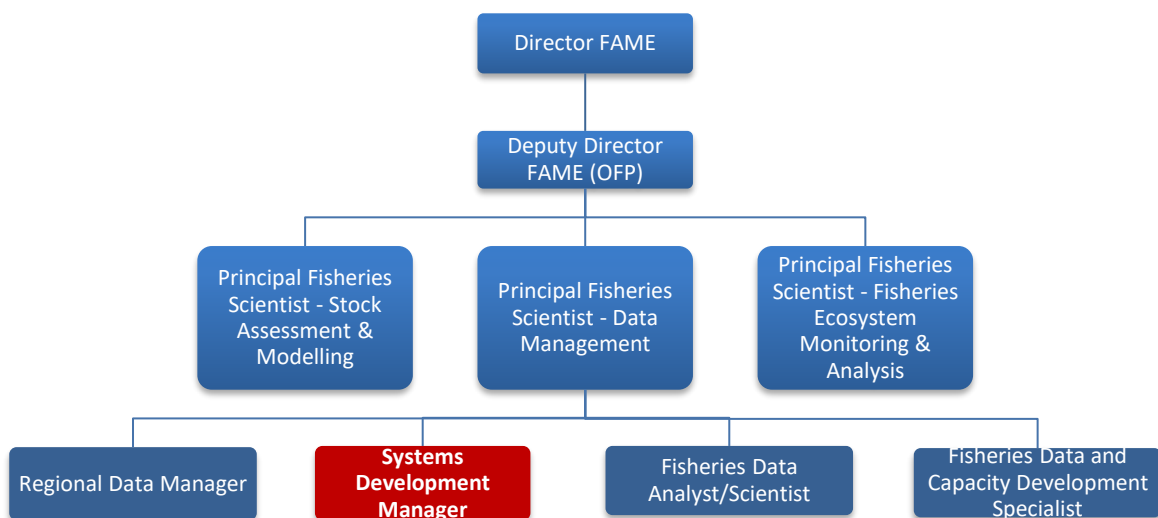




## JOB DESCRIPTION

<b>Job Title:</b>	Systems Development Manager
<b>Division and Section:</b>	FAME, Oceanic Fisheries Programme
<b>Location:</b>	Noumea
<b>Reporting to:</b>	Principal Fisheries Scientist (Data Management)
<b>Number of Direct Reports:</b>	2
<b>Purpose of Role:</b>	This position is responsible for the oversight of database system design and development provided to OFP clients through the work of small but highly competent development team.
<b>Date:</b>	September 2024

### Organisation Context:



## Key Result Areas:

The position of Systems Development Manager encompasses the following major functions or Key Result Areas:

- Management, administration and communication
- Enhanced national database systems for member countries
- Enhanced capacity of member countries to manage and use data
- Oceanic fishery data analysis services provided to OFP Scientists
- Data management and quality control of national and regional tuna fisheries databases

*The requirements in the above Key Result Areas are broadly identified below.*

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Management, administration and communication (20%)</b></p> <ul style="list-style-type: none"> <li>• Oversees/Manages the OFP application development process, including task planning and allocation</li> <li>• Manage staff and monitor staff performance for subordinate positions</li> <li>• Lead role in region (extending to WCFPC member countries) on database design and development</li> </ul>	<ul style="list-style-type: none"> <li>• Development projects are implemented and achieved according to timelines.</li> <li>• Determines the task list, assigns tasks to the appropriate developers, monitors their progress, and reports accurately to management Lead role in Information Management Systems (IMS) developments and relevant regional and sub-regional IMS meetings involving other CROP organisations (FFA, PNA, SPREP).</li> <li>• Appraisals conducted for subordinate staff</li> <li>• Contributes to proposal and budget planning with respect to new database system development initiatives.</li> <li>• Manages the recruitment process for new staff and consultants.</li> </ul>
<p><b>2. OFP internal database management systems (20%)</b></p> <ul style="list-style-type: none"> <li>• Design, develop, document and maintain the regional fisheries database systems for the registration, entry, importing and querying of data</li> <li>• Dissemination of OFP data and data summaries in accordance with the OFP policy on the dissemination of data, as requested</li> </ul>	<p>Lead role that ensures:</p> <ul style="list-style-type: none"> <li>• Tuna fisheries database systems have been designed and developed in an efficient and timely manner and satisfy the requirements of the OFP</li> <li>• Databases are designed to facilitate data access and use by OFP scientists (e.g., reporting databases and appropriate views)</li> <li>• Tuna fisheries database systems are maintained on a regular basis and kept fully functional</li> <li>• Documentation of the structure and administrative procedures of the regional tuna fisheries database systems are updated to reflect new systems and changes to existing systems</li> <li>• Data analyses have been undertaken in a timely manner and data summaries have been disseminated in accordance with OFP policy in an efficient and timely manner</li> </ul>

<p><b>3. SPC (and WCPFC) members have the application systems (tools) to acquire, manage and report on a variety of fishery data (50%)</b></p> <ul style="list-style-type: none"> <li>Oversees the design, development and maintenance of web and mobile device applications to enhance the management and reporting of fisheries data, in particular, the web-based TUFMAN 2 tuna fisheries database management system and its suite of E-Reporting mobile applications.</li> </ul>	<p>Lead role that ensures:</p> <ul style="list-style-type: none"> <li>A wide range of web and mobile device applications to acquire, manage and report fisheries data are start-of-the-art and can operate in remote locations (e.g. at sea and in remote islands) with no (or low) internet bandwidth.</li> <li>The development/maintenance of a user-friendly web-based reporting system that will produce hundreds of different reports outputted in tabular, map and graphic formats.</li> <li>These systems support the acquisition and management of fisheries data including vessel logbook, port sampling, unloadings, observer data.</li> <li>The systems have been designed and developed in an efficient and timely manner and satisfy the requirements of member countries, including their obligation as members of the WCPFC.</li> <li>These systems are maintained on a regular basis and kept fully functional.</li> </ul>
<p><b>4. Capacity building of SPC members (10%)</b></p> <ul style="list-style-type: none"> <li>Organisation, design and delivery of data management training</li> <li>Train national staff in the use of in-country fisheries database management systems</li> <li>Provide advice and technical assistance on IT infrastructure and network setup. Arrange solutions for those that need hardware / software upgrades.</li> </ul>	<p>Contribute to ensuring:</p> <ul style="list-style-type: none"> <li>Training courses have been designed and managed to meet the member countries requirements</li> <li>National staff have been trained during at least two in-country visits per annum</li> <li>Contributions have been made to regional Tuna Data Workshops, when held</li> </ul>

**Note**

The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and supervisor as part of the performance development process.

**Work Complexity:**

<p>Most challenging duties typically undertaken:</p>
<ul style="list-style-type: none"> <li>Designing and developing innovative/state-of-the-art web and mobile device applications to acquire, manage and report on fisheries data</li> <li>Leading the work of other OFP developers in database systems projects</li> <li>The ability to lead staff but also possess expertise in hands-on, web and mobile-device application development skills</li> <li>Satisfying individual countries' needs with products designed to be used at the regional scale</li> <li>Resolving complex IT issues with people who have no IT background</li> <li>Identifying custom solutions for countries with different levels of IT expertise and local IT support, which may be lacking in some countries</li> </ul>

**Functional Relationships & Relationship Skills:**

Key internal and/or external contacts	Nature of the contact most typical
<p><b>External:</b></p> <ul style="list-style-type: none"> <li>National fisheries data management staff in Pacific Island Countries</li> <li>IT consultants</li> </ul>	<ul style="list-style-type: none"> <li>Lead role in provision of IMS and database design and development advice</li> </ul>

<ul style="list-style-type: none"> <li>• FFA IT staff</li> <li>• Scientists external to SPC</li> <li>• Other RFMO data managers</li> </ul>	<ul style="list-style-type: none"> <li>• Advice and support for the national tuna fishery database systems</li> <li>• Collaboration on the design and development of regional IMS/database management systems</li> <li>• Response to various ad hoc requests for data and data summaries</li> </ul>
<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• OFP Principal Fisheries Scientist (Data Management)</li> <li>• OFP Analyst/Developers</li> <li>• OFP Data and Capacity Development Specialist</li> <li>• OFP Regional Data Manager</li> <li>• OFP Fisheries Data Analyst/Scientist</li> <li>• Fisheries Monitoring Supervisor</li> <li>• Data Control Technicians</li> <li>• Other OFP Sections staff, most notably the stock assessment scientists</li> </ul>	<ul style="list-style-type: none"> <li>• Managing innovative/state-of-the-art database development projects</li> <li>• Performance appraisal, work planning, delegation of ad hoc requests for data and data summaries</li> <li>• Collaboration on the design of database modules and requests for data and data summaries</li> </ul>

### Level of Delegation:

Routine Expenditure Budget: EUR 0

Budget Sign off Authority without requiring approval from direct supervisor: EUR 2,000

### Person Specification:

*This section is designed to capture the expertise required for the role at the 100% fully effective level. (This does not necessarily reflect what the current position holder has.) This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.*

#### Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Master's degree in information technology with focus on programming/development</li> </ul>	

#### Knowledge / Experience

Essential:	Desirable:
<ul style="list-style-type: none"> <li>• Minimum of 10 years of experience in systems development, including at least two years demonstrated experience developing web applications using Angular, C#, JavaScript and similar products</li> <li>• At least five years' experience developing and maintaining large-scale relational database management systems, ideally using MS SQL Server</li> <li>• Experience in a senior/managerial role in a team of developers</li> <li>• Experience as an analyst, working with the client to get their information system requirements</li> <li>• Knowledge of fisheries and experience with fisheries database systems</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Python for data engineering</li> <li>• Knowledge of cloud hosting</li> <li>• If anglophone, a working knowledge of French. If francophone, a working knowledge of English</li> </ul>

<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work and travel in a multicultural and multilingual environment</li> </ul>	
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### Key Skills /Attributes / Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none"> <li>• Web and mobile device application development</li> <li>• JS/Angular</li> <li>• MS Visual Studio (C#)</li> <li>• SQL Server</li> <li>• Relational database management and software development</li> <li>• Analyst and Developer skills</li> </ul>
Advanced level	<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Staff supervisory skills (internal)</li> <li>• High-level interpersonal skills (internal and external);</li> <li>• Data Management principles</li> <li>• Tuna fisheries in the Western and Central Pacific Ocean</li> <li>• Tuna fisheries data collection methods</li> </ul>
Working Knowledge	<ul style="list-style-type: none"> <li>• MS Azure hosting and services</li> <li>• Python</li> <li>• Oral and written communication skills</li> <li>• Designing and conducting training courses</li> </ul>
Awareness	<ul style="list-style-type: none"> <li>• Principles of fisheries stock assessment</li> <li>• Principles of fisheries management</li> <li>• Tuna biology</li> <li>• GIS techniques</li> <li>• SPC Regulations and Policies</li> </ul>

### Key Behaviours

All employees are measured against the following **Key Behaviours** as part of Performance Development:

- Ability to make decisions independently
- Responsibility for key function of the OFP
- Showing personal accountability
- Demonstrating technical expertise
- Responding quickly and efficiently to problems
- Showing commitment
- Providing Leadership (Management Competency)
- Coaching for Performance (Management Competency)

### Personal Attributes

- Ability to work effectively within and motivate a team
- Patience and ability to keep focused on the job
- Effective communicator
- High motivation
- Resilience

### Change to Job Description:

From time-to-time it may be necessary to consider changes in the job description in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as necessary by SPC. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.